



GOVERNMENT OF WEST BENGAL

WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme- VIII (M), Ultadanga, Kolkata - 700 067

Telefax : 033 6824 6350 Phone : 033 6824 6363

e-mail : wbscpcr@gmail.com website : www.wbcpcr.org

406 /WBCPCR-13018/1/2021-SEC(WBCPCR)-WBCPCR-Part(1)

Memo No.-

20/02/2023

Date

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing Govt. approved Wholesale Consumers Co-operative Societies and interested vendors to quote the rate of stationery articles, grocery, sanitary and other materials for supply of the same on request, to this office for the period from 1st April, 2023 to 31st March, 2024 on a sealed cover with specimen sample to be submitted to the West Bengal Commission for Protection of Child Rights (WBCPCR) latest by one week from the date of issuance of the notice.

The rate so quoted should be exclusive of G.S.T.

The sealed cover will be opened on 20th March, 2023 in the Conference Hall of this office at 3:00 p.m.

The Commission reserves the right to accept or reject any quotation without stating the reason whatsoever and the quotations will be kept at the custody of the undersigned.

The specific list of articles to be supplied is furnished in attached Annexure-A.

All the articles to be delivered must be according to the sample. The representatives are advised to visit this office to inspect the sample.

The bidder concerned whose quotation will be accepted must supply the articles within 7 (seven) days from the requisition of the same failing which their offer will be rejected without further notice and they will be blacklisted for any subsequent purchase of articles by this office.

This issues with the approval of the Chairperson of the Commission.

Assistant Secretary

West Bengal Commission for Protection of Child Rights

ANNEXURE – A

- | | | | |
|-----|---|------|-----------------------------------|
| 1. | A4 Size Paper | 51. | Good Quality Pen |
| 2. | Acid | 52. | Hand Towel |
| 3. | Arch File | 53. | Hand Wash |
| 4. | Attendance Register | 54. | Harpic |
| 5. | Back Hit | 55. | Highlighter |
| 6. | Balloon | 56. | Ink Pad |
| 7. | Bell Pin | 57. | Ink Pad |
| 8. | Blinder Clip | 58. | Institute Letter Head |
| 9. | Both Side Pen | 59. | Keyboard |
| 10. | Both Side Tape | 60. | Knife |
| 11. | Bottle (Steel / Plastic) | 61. | Legal Size Paper |
| 12. | Brasso Metal Polish | 62. | Letter Issue Register |
| 13. | Bucket (Plastic) | 63. | Marker (Black / Red) |
| 14. | Buzzer Bell | 64. | Minute Book |
| 15. | Calculator | 65. | Mop |
| 16. | Car Towel (Big Size) | 66. | Mosquito Refill Machine |
| 17. | Case Book | 67. | Mosquito Repellent Refill Liquid |
| 18. | CD / DVD Marker | 68. | Mouse |
| 19. | Cell for Calling Bell | 69. | Mouse Pad |
| 20. | Cell for Clock | 70. | Mug |
| 21. | Cell for Remote Controller | 71. | Name Plate |
| 22. | Cello Tape 1" White | 72. | Naphthalin |
| 23. | Cello Tape 3" Brown | 73. | Note Pad |
| 24. | Cello Tape 3" White | 74. | Note Sheet (1 st Page) |
| 25. | Chair Towel | 75. | Note Sheet (2 nd Page) |
| 26. | Channel File | 76. | Notice Board |
| 27. | Chart Paper | 77. | Notice Board Pin |
| 28. | Clear File | 78. | Flap |
| 29. | Cloth A3 Size Envelope | 79. | Odonil |
| 30. | Cloth A3 Size Envelope | 80. | Paper Bag |
| 31. | Colin | 81. | Paper Bowl & Paper Plate |
| 32. | Colour Flag | 82. | Paper Glass |
| 33. | Coloured Plastic-Coated Clip | 83. | Paper Tea Cup |
| 34. | Container (Plastic) | 84. | Paper Weight |
| 35. | Correction Pen (Whitener) | 85. | Pen Stand |
| 36. | Cover File | 86. | Pencil |
| 37. | Dak Despatch Register | 87. | Pendrive |
| 38. | Double Hole Punch | 88. | Pentonic Pen (Blue / Black) |
| 39. | Dustbin | 89. | Peon Book |
| 40. | Duster | 90. | Phenyl |
| 41. | Envelope (Brown / White) – 27.5 cm
× 12 cm | 91. | Phool Jharu |
| 42. | Eraser | 92. | Red Hit |
| 43. | Exam. Board | 93. | Refill |
| 44. | Fevi Gum | 94. | Ribbon (Silk & Cotton) |
| 45. | Fevi Stick | 95. | Room Freshener |
| 46. | Fine Writer | 96. | Rope (Dori) |
| 47. | Fore | 97. | Rubber Band |
| 48. | Gala (Sealing Wax) | 98. | Rule Register |
| 49. | Garbage Cover | 99. | Safety Pin |
| 50. | Gems Clip | 100. | Sanitizer |
| | | 101. | Scale |

ANNEXURE – A

102. Scissors
103. Seek Broom
104. Sharpener
105. Shorthand Notebook
106. Single Hole Punch
107. Sketch Pen
108. Smooth Line Multi Marker Pen
109. Spiral Notebook
110. Stamp Pad
111. Stapler (Small)
112. Stapler (Big)
113. Stapler Pin (10mm)
114. Stapler Pin (24/ 6 – 1m)
115. Steel Spoon
116. Sticky Pad
117. Stock Register
118. Streamer
119. Table Brush
120. Tag
121. Tea Coaster
122. Tea Cup with Saucers
123. Tea Flask
124. Tea Tray
125. Thread
126. Tissue Paper
127. Toilet Cleaner Brush
128. Toner / Cartridge 88A (Black)
129. Toner / Cartridge 2365 (Black)
130. Toner / Cartridge 1020 (Black)
131. Toner / Cartridge for use in
CP1025nw Color
132. Use & Throw Pen
133. Water Camper
134. Water Glass
135. Water Jug
136. White Board Marker
137. Window Envelope (27.5 cm × 12 cm)